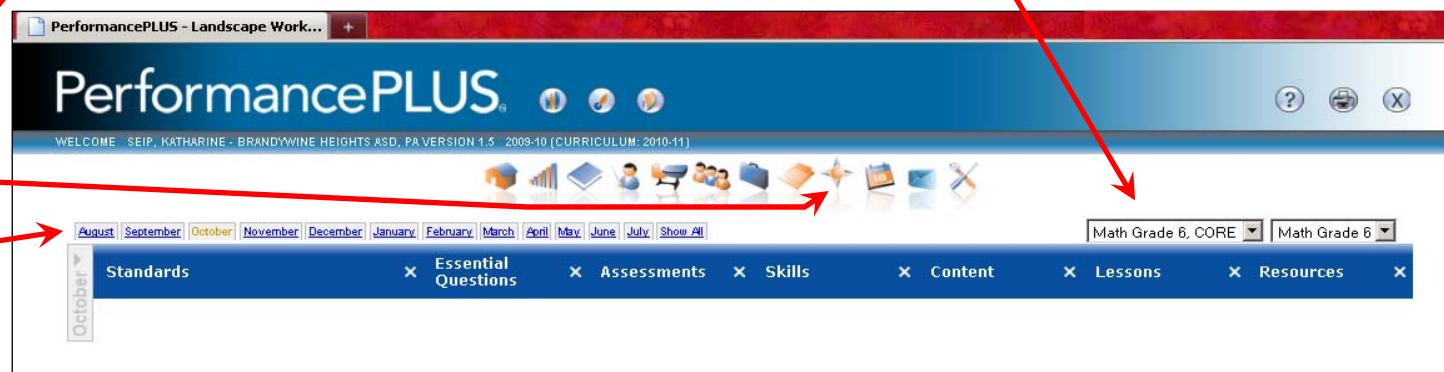
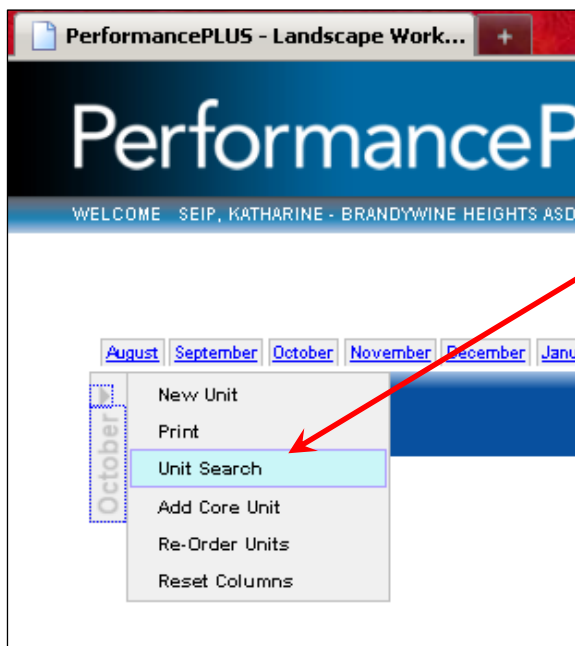


1. Log in under the **CORE** account
2. Select the **Course Maps** navigation tool
3. Select a **Month** from the tab at the top. Months are highlighted in blue.

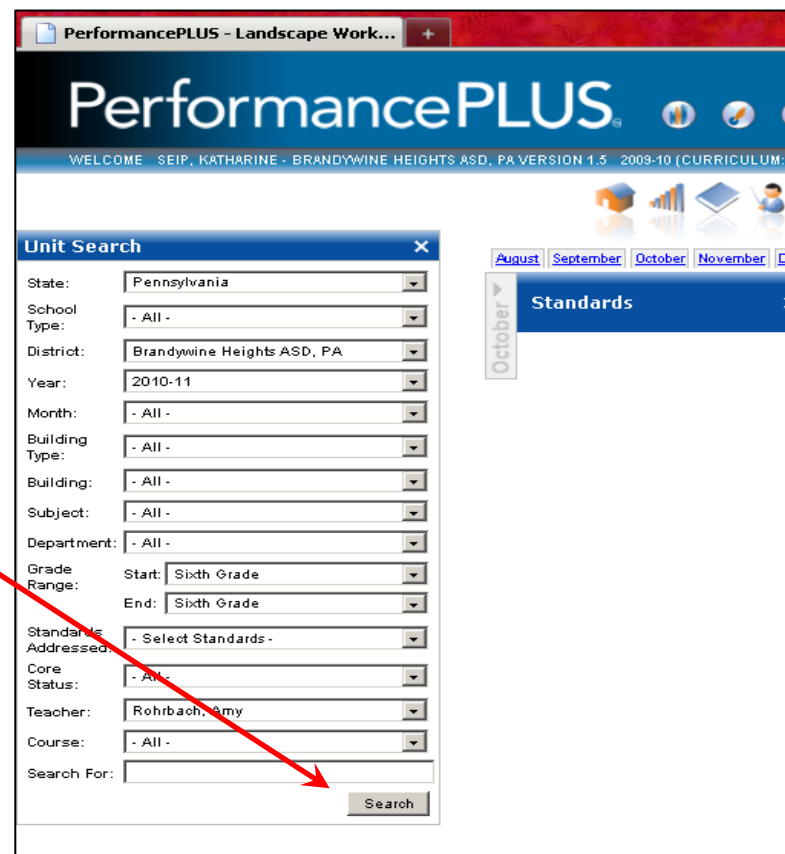


4. After you select the month, a blank screen appears. The name of the month is in grey on the upper right of the screen. Click on the small arrow above the month. A drop down box appears, select **Unit Search**.



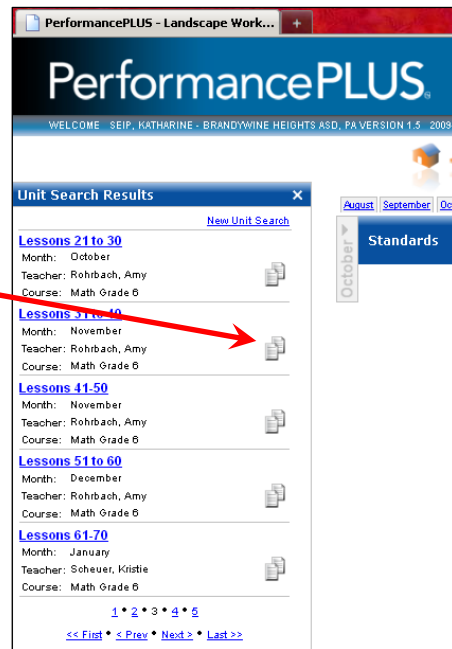
5. Specify your criteria using the drop down selections in the Unit Search box.

Click **Search**.

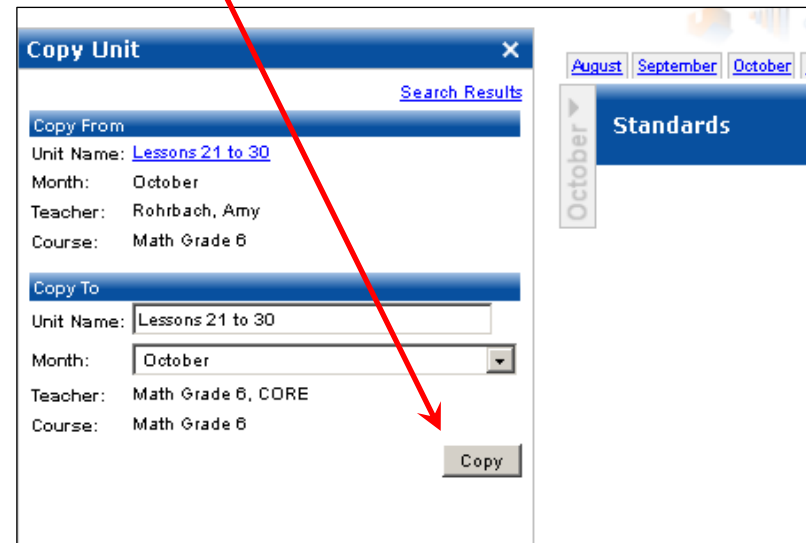


6. Unit Search Results will display. Find the Lesson you wish to copy to the Core account.

Click on the **Copy** icon.



7. A new box will appear confirming your selection. Click on **Copy**.



8. The Lesson will copy into the **Core** account. Repeat the steps to copy additional Lessons.

